



5TH ANNUAL SES SUMMIT

Welcome 2010-2011
Districts and Providers

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Desert Willow Conference Center

August 11, 2010

Agenda

9:00 AM - 10:00 AM Check-In & Continental Breakfast

10:00 AM - 11:00 AM Welcome & Introduction

- Nancy Konitzer, Deputy Associate Superintendent, Title I
- Joan Miles, ADE SES Coordinator
- Clay Dones, ADE Procurement Officer

11:00 AM - 12:00 PM Operating successful SES programs: LEA Perspectives

- Norma Basolet, Yuma ESD
- Patrick Riley, Crane ESD

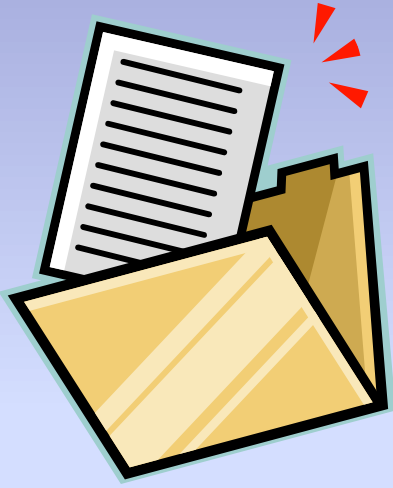
12:00 PM - 12:45 PM Lunch

1:00 PM - 2:00 PM Operating successful SES programs: Provider Perspectives

- David Dodge

2:00 PM - 3:00 PM Additional Q & A's / Networking Opportunity

Overview of SES



- For LEAs
- For Providers

How Does SES Work?

Through a concerted effort from

- The State
- The Local Education Agency (LEA)
- The Provider
- The Teacher/Principal
- The Parent
- The Student

What the Law Says

NCLB section 1116(e)

- e) SUPPLEMENTAL EDUCATIONAL SERVICES-

(1) SUPPLEMENTAL EDUCATIONAL SERVICES— In the case of any school described in paragraph (5), (7), or (8) of subsection (b), the local educational agency serving such school shall, subject to this subsection, arrange for the provision of supplemental educational services to eligible children in the school from a provider with a demonstrated record of effectiveness, that is selected by the parents and approved for that purpose by the State educational agency in accordance with reasonable criteria, consistent with paragraph (5), that the State educational agency shall adopt.

LEA Responsibilities

Each local educational agency subject to this subsection shall—

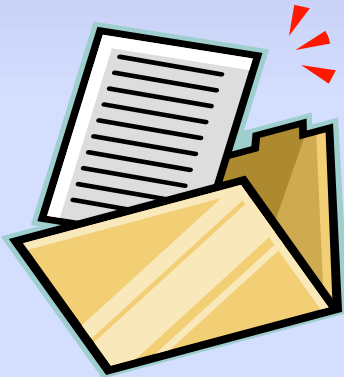
- (A) provide, **at a minimum**, annual notice to parents (in an understandable and uniform format and, to the extent practicable, in a language the parents can understand) of—
 - (i) the availability of services under this subsection;
 - (ii) the identity of approved providers of those services that are within the local educational agency or whose services are reasonably available in neighboring local educational agencies; and
 - iii) a brief description of the services, qualifications, and demonstrated effectiveness of each such provider

LEA Responsibilities

- **(B) If requested, assist parents in choosing a provider from the list of approved providers maintained by the State;**
- **(C) apply fair and equitable procedures for serving students if the number of spaces at approved providers is not sufficient to serve all students; and**
- **(D) not disclose to the public the identity of any student who is eligible for, or receiving, supplemental educational services under this subsection without the written permission of the parents of the student.**

SES

- For LEAs



Getting Started with SES

- Know your LEA Title I Allocation
- Know your LEA PPA for SES
www.ade.az.gov/asd
- Know how many students can receive service
- Know that **parents** select the provider
- Know who is eligible - only students from low income
- Have parent application/sign up form
LEA specific or on ADE SES website
Must include list of all approved providers

Title I Allocation

- SES services may be paid directly from Title I funds OR any other funds that are equivalent to 20% of the Allocation.
- The law requires:
 - 5% set aside for Choice transportation
 - 5% set aside for Supplemental Educational Services
 - 10% set aside for either Choice or SES
- IF no \$\$ are spent for Choice, then all monies must be used for SES

Parent Outreach – 1% of the 20%

LEAs may spend up to 1% of its 20% set aside to assist in providing outreach to parents. For example:

- Cost of parent notification letters
- Communication to parents through media, Internet, community partners
- Displaying information on the LEA's website
- Parent Fairs held by the LEA

Who Is Eligible?

- Students must be of low income
 - 1) According to free and reduced lunch, or whatever indicator your district uses to determine low income
 - 2) Provision 2 and 3 schools -ALL eligible

EXCEPTIONS:

- If more students request services than you can fund, then students must be rank ordered by most academically needy
- If all students are eligible, THEN rank order students by most academically needy

What Information is on the SES website?

- www.ade.az.gov/asd/title1/SES/
- List of Approved Providers by County
- List of Approved Providers
- List of Provider Profiles
- List of eligible schools
- List of LEA PPA for SES

Which Forms available are on the SES website?

- Tutor Observation Form
- SES Choice Assurance reallocation Form
- Template for LEA website SES requirements
- Performance Report/Coordinator's Report for 2011
- Parent Application*
- Incident Reporting Form*
- SES Agreement and Verbal Agreement

www.ade.az.gov/asd/title1/SES/

(*available on web now)

New additions to the Parent Application

- The **provider** or **school** (circle one) has explained in the event their tutoring class is full to capacity that I have the option of starting services for my child immediately by selecting my next provider choice or waiting until a slot becomes available to start tutoring for my child. If the class size is full, I choose to:
- _____ Move my child to the next provider choice(s) until a slot is located for my child
- _____ Stay with this provider and wait until the next session of tutoring to begin services for my child
- The **provider** or **school** (circle one) has explained that I have the option of choosing any vendor from the AZ Department of Education's Approved Provider List and the Provider has delivered a copy of the Approved Provider list to me. I have not been promised anything for signing up with this provider.
- Parent/Guardian Signature

New procedures for Verbal Agreement

- Verbal Agreements can be used only if the parent is unavailable to sign the Agreement
- The provider should make every attempt to contact the parent before requesting assistance from the LEA
- The LEA reserves the option to require that the Agreement also is signed by the parent
- The Verbal Agreement must be attached to the Agreement

Next Step

Decide how you will promote SES

Must send letter to Eligible families informing them of this opportunity.
Beyond that...

- Hold Provider Fair for parents to meet the vendors
- Distribute general flyers or applications
- Invite Providers to Back to School Night
- Discuss individually with parents of eligible students
- Create Public Service Announcement -radio

Provider Profile on ADE SES website

Name of Provider	Type of Service	Description
RK Educational Consultants 10357 E Roywood Way Tucson, AZ 85747 Richard Klecan, ED DrK1@cox.net Phone: 520.784.0948	One on one Small group	The mission of <u>RK Educational Consultants</u> , an education service provider based out of Tucson, AZ, is to offer individualized and small-group tutoring to students in grades K-12 for the academic school year 06-07. The small, privately owned business provides tutoring in several content areas to eligible students in Title I schools through the supplemental education provision of the "No Child Left Behind Act of 2001."

Sample Provider Description prepared by LEA

Advantage Tutoring Services	<p>Instruction is based on the 6 major components of effective reading and the 5 components of mathematics proficiency, as well as the Arizona standards.</p> <p>Tutors identify specific learning needs and use best strategies to help students improve learning. Pre-tests help to inform individualized instruction, and on-going assessments ensure that instruction is meeting the individual student's needs. Overall improvement is measured through a post-test.</p> <p>Tutoring occurs before/after school and on weekends, according to the parents' schedules.</p> <p>✓ Bilingual assistance for non-English speaking parents.</p>
Specialized Student Services	<p>SSS helps children improve their skills in 2-hour tutorial blocks. In reading, SSS can help students master the basic skills of phonics, and assist them in making meaning from text by connecting what is read to what is already known. They use evidence from the text in ways that promote good reasoning. In mathematics, the students use manipulatives and other tools to better understand math ideas and be able to apply them in problem solving.</p>

More Steps...

Determine with school principals how the program will operate:

- Will it be held in schools? Where?
For how long?
- Will you need oversight staff?
- Will you need maintenance services?
- Can you coordinate services with 21st C?
- With Sports activities?
- With other current activities?

A Word about Parents

SES is dependent upon parent choice

- May seek guidance from LEA
- Need to be informed about how to select a provider for their child
- Need to have input in the plan for tutoring
- Need to understand the responsibility for attending tutoring sessions

A Word about Fairs

Fairs are considered to be one of the best ways to inform parents. Before and during Fair:

- LEA presenting to whole group followed by parents visiting provider tables
- Each provider presenting to whole group of parents
- LEA providing informational material to parents
- Parents considering # of hours of service rather than \$ amount
- Parents applying for service at the conclusion of the fair
- LEA providing interpreters
- LEA arranging of tables, and overseeing the entire procedure to ensure fair and equitable opportunity for all

After the Fair

- Certify the eligibility of those who applied
- Notify each provider of those who selected their service
- If pre-testing is needed, either arrange for the provider to contact parent or district contacts them.
- Give to the provider the Agreement folder **containing** student's records: report, AIMS scores, and/or IEP
- Be prepared to develop individual student goals

A word about testing

- LEAs will complete their parts of the goals allowing time for provider and parent input during the first few weeks of tutoring
- The LEA determine whether tutoring can begin without a completed Agreement
- Provider testing occurs during the first tutoring session unless other arrangements have been made
- The Agreement must be completed by the first pay period unless other arrangements have been made

A Word about Teacher Recruitment

Providers often recruit teachers and other professionals from local districts to be tutors.

- Request that these tutors notify schools or HR that they have been hired by XYZ Provider.
- Teachers may not tutor children from their own class.
- All tutors must have a fingerprint clearance card.

And more...

- Determine the frequency of payments - no less than once a month
- Determine LEA policy for payments
- Determine how to handle initial testing
- Determine who will oversee the program
- Think about procedure for Agreement
 - -ok to use Verbal Agreement?
- Know that teachers from your school in improvement may **not** tutor their own students.

LEA Program requirements to ADE

- **SAIS** - student info needs to be entered into system
- **SES postings** - on LEA website
- **SES Choice Assurance** - form submitted before amending out unused set-aside
- **Performance Report/Coordinator Report** - form submitted to report on providers, positive or negative, due in June
- **Surveys**

District SES Website Requirements

by November 1st

Failure to comply may result in funds being put on Hold

Enrollment Data

School Year	#Eligible (low income)	# to receive tutoring	#Participated	Funds Available
2009-2010	1432	219	40	\$249,883
2008-2009	1494	227	34	\$275,378
2007-2008	934	239	25	\$297,000

SES Providers

Company	Grade	Group	Special Needs	ELL	Location of Service
Brainfuse	3-12	1:10		✓	Internet based at school or public place
Campfire	K-8	1:5	✓	✓	School
Martin Porres	K-12	1:3	✓	✓	School
The Learning Ladder	1-12	1:3	✓	✓	At Learning Center

District SES Website

In addition district website should include:

1. SES timeline
2. Procedures for applying and completing the Agreement
3. Ways in which parents can make informed decisions about their options

(template available on ADE SES website)

Reallocation/SES Choice Assurance form

Required before amending unused SES set-aside

The LEA ensures all criteria contained in
34C.F.R. §200.48(d)(2)(i) has been met

1. ☐ The LEA, to the extent practicable, has partnered with outside groups to help inform eligible families of the opportunities to transfer or receive SES

Agencies:

(Not providers, but outside agencies such as PTO, Migrant Ed Program, Boys and Girls Club, etc.)

Reallocation/SES Choice Assurance form
Required before amending unused SES set-aside, cont.

2. ☐ The LEA affirms that eligible students and their parents have had a genuine opportunity to sign up to transfer or to obtain SES.

Include date of notice and methods

Include at least two separate enrollment windows or continuous enrollment

3. ☐ The LEA ensures that eligible SES providers are given access to school facilities, using a fair, open and objective process, on the same basis and terms as are available to other groups that seek access.

Performance Report / Coordinator's Report

- Helps to establish provider effectiveness
- Maintains written document of performance
- Enables providers to strengthen program
- Gives LEA (and those affected) some input as to the credibility of the tutoring program as it operates in their school
- Assists in approval process for next year's providers
- Due in June

CYCLE OF TUTORING

BEFORE

Prep work:

- Contact & meet providers
- Prepare Purchase Order for service
- Establish time frames: start/end
- Notify eligible parents
- Prepare for Provider Fair
- Complete Agreements with parent/provider

DURING

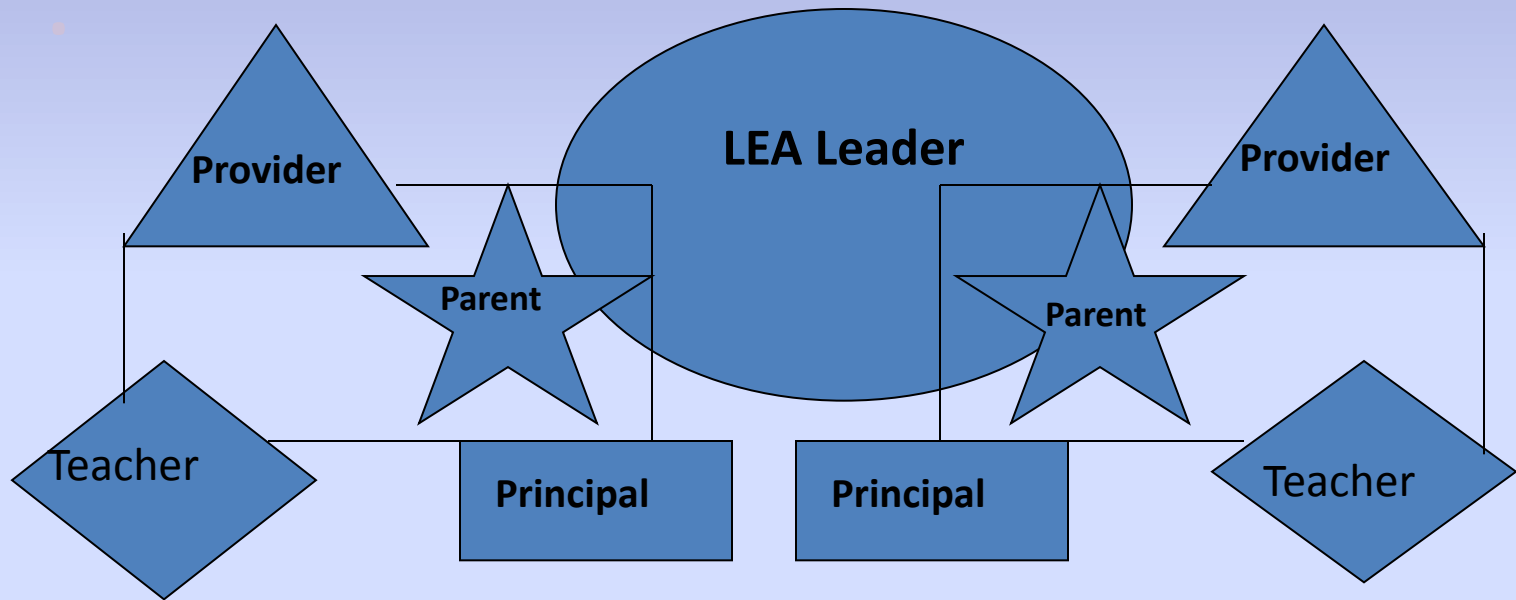
Oversee:

- Program, providers
- Payments & attendance
- Receive progress reports
- Submit State surveys

AFTER

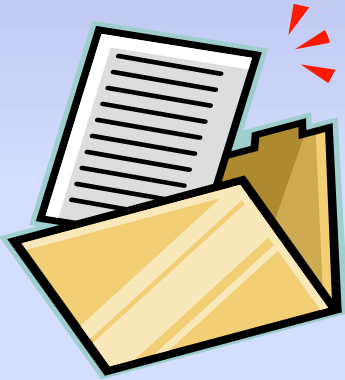
- Receive progress reports
- Evaluations-principals, parents
- Submit State Performance Reports

Shared Responsibilities Lead to Success- Increased Student Achievement, and Making AYP



SES

- For Providers



LEA Contacts

- A list of all LEA contacts will be given to you
- LEA SES Coordinator is the main contact unless the coordinator designates another contact.
- LEAs may include principals and or teachers in conversations with Providers

Process for Providing Services

- Initiate contact to LEA, but generally LEAs will email providers
- Inquire about the LEA's procedure for services, i.e. use of school, fee for use, time constraints, fingerprint clearances, etc
- Sign LEA contract and provider contract
- Offer literature on your program that can be distributed to parents, teachers and principals early in the school year

Agreement

vs.

Contract

- Between Parent, Provider and LEA
- Part of NCLB law
- All sections mandated

- Between LEA and Provider
- Part of fiduciary responsibility to LEA
- May include stipulations not included in Agreement

SES Agreement

- Official record of services
- Obtained from the LEA
- Includes all information required by law

Timelines for achieving Student goals: Intermediate and Final

Timeline for Progress Reports

Signatures of all parent/provider/LEA

- Folder should contain:

Student progress reports/AIMS scores/IEP (if applicable)

Student attendance sheet

Other pertinent information

- Original Agreement goes to LEA office

Student Goals in the Agreement

- LEA maintains responsibility for establishing goals w/provider & parent input OR, may ask provider to write goals.
- Must be aligned with school curriculum
- Should reflect use of SMART goals:
 - Strategic and specific
 - Measurable
 - Attainable
 - Results-based
 - Time Bound

Verbal Agreement can be added to Agreement

To be used if a parent is unable to sign off on student goals

- Document the call and attach form to formal Agreement
- Copies go to parent, LEA, and provider

Supplemental Education Services (SES)
Parent Verbal Agreement
Authorization for Acceptance of Goals/Student Plan

District: _____ School: _____

Date Goals/Student Plan were reviewed with parent/guardian: _____

This document hereby certifies that SES Goals were developed for
_____ in consultation with the parent/guardian

Student name

_____ by telephone on _____ at

Parent/Guardian

Date

_____ by _____.

Time - AM or PM

District/School Representative

The Goals/Student Plan are based on a compilation of the school/district's most recent Test Scores and/or a diagnostic pre assessment to be administered by
_____ Tutoring Program.

(insert tutoring company)

The Supplemental Education Services Agreement outlining the Goals/Student Plan was sent home to the parent/guardian on _____ for signature.

Date

Parent/Guardian understands that Tutoring Services cannot begin until signed agreement is returned to the District/School.

District/School representative:

Provider representative:

PRINT NAME

PRINT NAME

SIGNATURE

SIGNATURE

Program Responsibilities to LEA

- Meet with LEA Contact - to discuss
 - use and/or: cost of facilities
 - completion of contracts
 - payment schedules
 - attendance for students
 - acquisition of signatures
 - progress report schedules
 - progress report schedules
 - canvassing
 - provider fair
 - plan for absences and no-shows
 - for tutors
- Submit completed Agreement form
- Submit attendance sheet with request for payment.
- Send **timely** progress reports to all stakeholders.

Invoices

NOTE: LEA must obtain a purchase order to pay for provider services.

- Billing reflects tutoring hours
- Pre/post testing is included in the PPA
- PPA covers all costs of tutoring
- Invoices submitted to district in a timely manner
- No “gift” hours permitted
- No Billing for snack or break time
- Discuss all billing policies with the LEA

Provider Program Responsibilities to ADE SES Coordinator

- **October**

Provide list of schools servicing

Provide number of students

Update monthly

- **February**

Respond to surveys as requested

- **April** (90 days prior to contract ending)

Submit any changes for upcoming year

- **July**

Submit final academic reports for students

On-going

Respond to emails and phone calls, please!

Provider Responsibilities to ADE Procurement Office

- Insurance information
 - keep policies up to date
 - include sexual molestation coverage
- Contact information
 - change of phone/address, etc
 - change of ownership, partners, legal signers
- No contract changes
 - adhere to commitments as outlined in proposal, including services to remote areas.

Program Conclusion

- Provider contracts conclude June 30, 2011
- Not all LEAs extend project end-date to Sept. 30
- Services end when funds are spent, at the end of the school year or by previous mutual agreement
- Summer tutoring is initiated by LEA, not provider, and dependent on funding
- Final reports must be submitted by July 31

A Word about Canvassing, Courtesy First!



- Pick up application forms from LEA (or ADE website)
Application must include the complete list of all approved providers
- Application does not equal enrollment!
- Distribute applications widely in the area
 - Do not fill in for parent
- Leave info for parent to read about your company
- All applications must be turned in at the LEA office or local school office by parent, not provider
 - Sent to school with child, mailed, turned in after fair
 - OK to provide stamped envelope addressed to LEA

Canvassing Guidelines

- Principal may request that canvassing not occur during some events
- Task force will develop detailed guidelines ASAP

A Word About Fairs

- Abide by the guidelines of the fair
- Be sensitive to the parents
- Respect your fellow providers

NO incentives for signing up students

Incentives for program completion
limited to nominal \$25 value and
must be educationally relevant

NO sandwiches, pizzas, etc. at fairs!

A Word About Tutors

- Must be ready to start within 2 weeks of assignment
- Must have fingerprint clearance card prior to working with students
- Should have a copy of goals for each student
- Must teach during tutoring-no free time
- Must abide by LEA procedures
- Should try to collaborate with student's teacher

Termination of Contract



- On a company basis:

if the provider has violated other provisions that must be included in the contract:

- provisions regarding preparing and distributing student progress reports;
- invoicing and receiving payments for services
- preserving student privacy
- complying with applicable health, safety, and civil rights laws, e.g. fingerprint clearance cards.

RESOURCES

- *The **New** Title I: The Changing Landscape of Accountability*, Kristen Tosh Cowan, Esq., May 2007
- Tutors for Kids -
<http://www.tutorsforkids.org>
- Education Association Industry (EIA)
<http://www.educationindustry.org>
Code of Professional Conduct and Business Ethics for SES Providers, November 2005

Questions?

- Help to make a better program
- Help us to collaborate
- Keep us sharp
- Email me with any and all questions and suggestions.

**This program is what we create for
our students!**

Thank you ALL for...

- Your sincere efforts
- Your willingness to implement change
- Your assistance to new providers
- Your service to our students

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